Dear HR Community:

One of the functions of the Graduate School is to set policy and standards for graduate degrees and graduate students, including graduate associate appointments. Many non-academic units hire graduate students as graduate associates; some may be unaware of fundamental policies governing those appointments, or aren’t aware of when changes are made to those policies. We will forward updates and information such from the Graduate School as necessary to ensure you have the information you need.

The Graduate School has revised the Graduate Associates and Semesters document, which summarizes credit hours and other essential information regarding graduate associate appointments under the semester system. The updated document now indicates the correct number of enrollment hours required for GAs on 25 percent appointments.

More information about the semester conversion and the graduate school is available online, including the Graduate School Handbook (semester). The handbook contains information governing graduate associate appointments; all units hiring graduate associates should be aware of these requirements.

Graduate School Newsletter

As a human resource professional, it's helpful to understand what graduate students do on a daily basis, and to be aware of what's occurring in the arena of graduate studies. The Graduate School Newsletter is published regularly to share information about important local, national, and international graduate education initiatives. Subscribing to the newsletter can help you stay on top of news and emerging trends so you can better support your Graduate Associates. Read the newsletter online, or subscribe by contacting Kathleen Wallace or Ann Salimbene.

Contact: Kathleen Wallace at 247-7300 or wallace.150@osu.edu, or Ann Salimbene at salimbene.1@osu.edu or 247-7268.
GRADUATE STUDENT SCENARIOS

Scenario #1

Student #1 is a first-year domestic graduate student on a 50 percent time appointment for autumn and spring semesters. Her department has hired her to teach what is considered a regular GTA load for those semesters. She will not be given a supplemental appointment for the May session and plans to use the summer session fee authorization to which she will be entitled.

- Student #1 must register for a minimum of eight credit hours autumn and spring semesters to fulfill the requirements of her GA appointment.
- She may enroll for up to three credit hours for the May session without charge.
- She must register for a minimum of four credit hours during the summer enrollment period, enrolling in either four credit hours in the May session (three credit hours without charge) or four credit hours in the summer session, or some combination thereof.

Scenario #2

Student #2 is a domestic post-candidacy student on a 50 percent time appointment for autumn and spring semesters. His department has assigned him teaching duties for autumn semester and the May session. He will remain on appointment during the spring semester and will have no teaching assignment. He plans to use the summer session fee authorization to which he will be entitled.

- Student #2 must register for a minimum of three credit hours autumn and spring semesters to fulfill the requirements of his GA appointment.
- He must register for a minimum of three credit hours during the summer enrollment period, enrolling in either three credit hours in the May session or three credit hours in the summer session, or some combination thereof.

February 21, 2012
Scenario #3

Student #3 is an international student on a University Fellowship.

- Student #3 must register for 12 credit hours each for autumn and spring semesters to fulfill the requirements of his Fellowship.
- He must register for six credit hours during the summer enrollment period, enrolling in either three credit hours in the May session and three credit hours in the summer session, or some combination thereof.

Scenario #4

Student #4 is a first-year domestic graduate student on a 50 percent time appointment for autumn and spring semesters. Her department has assigned her teaching duties for autumn semester and the May session. She is on appointment for the spring semester and will have no teaching assignment. At the end of spring semester and before May session she decides to withdraw from the university.

- Student #4 will be required to repay the university her spring semester tuition and fees as well as any student health insurance subsidy that she has received.